



# STORMWATER POLLUTION CONTROL CONSTRUCTION ACTIVITY MAINTAINING SCAP FACT SHEET

## Maintaining the Stormwater Construction Activity Permit

It is the Permittee's responsibility to comply with all applicable federal, state and local stormwater and water quality regulations and requirements. This fact sheet reviews the requirements for the City of Longmont's Stormwater Construction Activity Permit (SCAP) only.

### Site Compliance

All pollution sources on the site must be controlled by stormwater pollution control (or best management practices, BMPs) and all controls must be appropriate for the pollution source and installed and maintained in a manner to insure that they function properly for the duration of their use. The City may require controls to be installed, modified, maintained, relocated, or removed in order to prevent pollutants from discharging to the City's Municipal Separate Storm Sewer (MS4). To ensure compliance and mitigate the transport to the City's MS4, owner/operator/permit holder shall make all necessary modifications to BMPs immediately.

**All BMP deficiencies must be corrected immediately!**

### SPC Construction Drawings

The SPC Construction Drawings (also referred to as site plan) must be kept up-to-date and onsite during construction. Copies of the current site plan shall be available upon request as specified in the SCAP.

### Inspections

City staff performs oversight inspections to ensure that the site is controlled and in compliance with the permit. An example of the [City's Site Inspection \(BMP\) Checklist](#) is available on line.

*Note: The Colorado Department of Public Health and Environment Construction Stormwater Discharge Permit requires self-inspections every 14 days and after any significant rainfall or snow-melt.*

### Permit Renewals

At least 10 days prior to the expiration date, the Permittee must submit an [application](#) and updated SPC Construction Drawings for permit renewal. All pending fees and penalties must be paid in addition to the applicable renewal fees.

### Permit Modifications

At any time, if any of the information requested on the permit application changes, you must submit an updated [application](#) form. Only the information that has changed shall be included on the updated form. SPC Construction Drawing submittal and review take place if there is a modification to the Drawings. Under conditions where the SPC Construction Drawings are reviewed, the review fee applies.

## Permit Transfers

If the permitted company or owner changes, then a permit transfer is required. (A change in contact names would fall under a permit modification.)

As soon as possible but no later than 7 days of becoming aware of change in owner or Permittee, you must submit a [Notice of Transfer application](#). However, if both parties cannot or will not sign the form, a reassignment cannot be processed. Applicable fees will be charged to the new Permittee depending on the circumstances. Applicable pending fees or balances will still apply to the original Permittee.

## Deactivating or Terminating the Stormwater Construction Activity Permit

When the project is completed, the Permittee must submit the [Notice of Termination \(NOT\)](#) to deactivate the SCAP. The termination requirements include: obtaining a [Permanent Stormwater Control Permit](#), final site stabilization, removal of temporary BMP's, and payment of pending fees/penalties. These requirements are described in the following sections.

### Permanent Stormwater Control Permit Approval

The first step to closing your SCAP permit is to obtain a Permanent Stormwater Control (PSC) Permit. The NOT will not be issued until all permanent stormwater pollution control features on the site have been installed, certified, and permitted. An [information sheet](#), [flow chart](#) and other pertinent information on the permanent stormwater control program are available on the City's [PSC page](#).

### Achieve Final Stabilization

Final stabilization is achieved when all ground surface disturbing activities have been completed and uniform vegetative cover has been established with an individual plant density of at least 70% of pre-disturbance levels, or equivalent permanent, physical erosion reductions methods have been employed. For purposes of SCAP termination, the City of Longmont determines if final stabilization has been achieved.

### Remove Temporary BMPs

After final stabilization has been achieved, all temporary BMPs must be removed before the permit will be terminated. Confirmation of temporary BMP removal is made during the final City inspection.

### Pay Pending Balances

All pending fees and penalties must be paid to terminate your permit. These fees may have come from permit renewal, modification, transfers, re-inspections, SPC Construction Drawing review or enforcement actions.